

## Section 809. FIELD OFFICE

**809.01 Description.** This work consists of furnishing, equipping, and maintaining field offices for the use of the Engineer during the life of the contract.

**809.02 Materials.** None Specified.

**809.03 Construction.** The field offices shall be located as directed by the Engineer. Access and parking shall be provided and maintained by the Contractor as required by the Engineer. Maintenance shall include grading, gravel, and snow removal.

- A. **General Requirements for Field Offices.** Field offices shall meet the MIOSHA Standards required for the specific activities and tests being performed.

A field office shall be an approved weatherproof trailer, building or a suitable space within an existing building. It shall be furnished and maintained for the exclusive use of the Engineer for performing field tests or as a field office. It shall be left in place and maintained until the project is completed or the Engineer approves its removal.

The Contractor will be required to pay for all utility hook up charges and monthly water and sanitary service fees. The Contractor will be reimbursed for monthly usage fees for electricity, gas, and telephone charges incurred by the Department.

Office furniture, other than as specified will be furnished by the Department. A field office shall conform to local building codes for handicap access for temporary office use.

The following shall be provided for each field office.

1. Heating and air conditioning equipment that will maintain a temperature between 70 °F and 80 °F during working hours.
2. At least two wall mounted electrical power outlets per room which conform to local electric codes for office use.
3. Not less than two 75-watt electric lights per room.
4. Water and telephone service.
5. Minimum floor to ceiling height shall be 7 feet.
6. A minimum of 6 feet of rigidly constructed 30 inch wide counter.
7. At least one single sash, hinged or sliding type window in each room.
8. Locks, bars, window locks, or security system to insure safety.
9. First-aid kits, smoke detectors, and fire extinguishers required by local fire and safety authorities. Fire extinguishers and smoke detectors shall be maintained in a fully operational condition by the Contractor.

- B. **Specific Requirements for Each Class of Field Office.**

1. **Field Office - Class 1.** The Contractor shall provide a building (100 square feet minimum) or trailer (14 feet by 70 feet minimum). It shall be hooked up to sanitary sewer and water facilities, electric service, heating and cooling equipment, and telephone service. All water facilities shall be pressurized, potable water with indoor

plumbing. Telephone service shall include a minimum of three separate lines with different phone numbers to be located and utilized as designated by the Engineer for facsimile, computer modem and telephone. The office phones and system will be provided by the Department. The floor space shall be partitioned to provide three offices, a conference room, and a restroom. The restroom shall contain at least one sink with hot and cold water, and a toilet. Parking for at least 12 vehicles shall be provided and maintained by the Contractor.

2. **Field Office - Class 2.** The Contractor shall provide a building (600 square feet minimum) or trailer (12 feet by 50 feet minimum). It shall be furnished with a pre-fabricated outdoor sanitary facility, pressurized water for testing and bottled water for drinking. It shall be hooked to electric service, heating and cooling equipment, and telephone service. The Contractor shall regularly replenish the bottled water supply and clean and maintain the sanitary facility. The telephone service shall consist of at least one line with a fully operational standard telephone. The floor space shall be partitioned to provide at least two offices. Parking for at least eight vehicles shall be provided and maintained by the Contractor.
3. **Field Office - Class 3.** The Contractor shall provide a building (365 square feet minimum) or trailer (8 feet by 45 feet minimum). It shall be furnished with a pre-fabricated outdoor sanitary facility, pressurized water for testing and bottled water for drinking. It shall be hooked to electric service, heating and cooling equipment, and telephone service. The Contractor shall regularly replenish the bottled water supply and clean and maintain the sanitary facility. The telephone service shall consist of at least one line with a fully operational standard telephone. The floor space shall be partitioned to provide at least two offices. Parking for six vehicles shall be provided and maintained by the Contractor.

The office shall also be equipped with a metal covered board or steel plate, 48 inches by 48 inches, for quartering aggregate samples. A gas or liquid-fueled stove with at least two burners and the necessary fuel required for the stove shall be furnished by the Contractor for heating and drying aggregate. Storage and usage of the fuel shall be according to the regulations of the Michigan State Police, Fire Marshal Division. Exhaust vents and hoods shall be provided.

#### 809.04 Measurement and Payment.

Contract Item (Pay Item)	Pay Unit
Field Office, CI __	Month
Field Office, Utility Fees	Dollar

- A. **Field Office, CI \_\_** will include set up, providing access, grading, maintaining, plowing snow, and utility hook up charges. It will be measured in whole months for the length of time required and on a monthly basis will be payable, with the first pay estimate following a month's occupancy. Any use of the field office by the Department during the month will constitute a full months use. The Contractor is responsible for all applicable taxes, permits, and insurance required for occupancy by Department personnel.

When other facilities are available to the Department and the Contractor is not required to furnish a separate building, the item of **Field Office, CI \_\_** will not be paid for.

If the contract does not include an item for **Field Office, CI** \_\_ and the Contractor is required, by the Department, to furnish a field office, this will be considered as extra work.

- B. **Field Office, Utility Fees** will be reimbursed monthly, at invoice costs, with the first pay estimate after receipt of paid invoices from the Contractor. No mark up will be allowed. Utility fees will include monthly usage fees for electricity, gas, telephone service and charges, and fuel for the stove. The budget amount will be set up by the Department in advance of the project.

The Engineer will have the right to determine if the office is required and when it is needed on the project. The Engineer may terminate its use during seasonal suspension of work. The Contractor will continue to be reimbursed for the reasonable and necessary fees incurred during the suspension.